Procurement Modernization Commission
Efficiencies Working Group
Friday April 29, 2016
2PM-4PM
Minutes

Outcomes:
Reduce transaction costs.
Increase efficiencies and make procurement process more accessible to businesses.
Allow procurement staff to more effectively manage their time.
Make it easier for businesses to understand and respond.

Opportunities for Improvement:
(b) Reduction of transaction costs for State agencies by utilizing new technologies to increase efficiencies and make the procurement process more accessible to businesses;
(g) Simplification of procurement reporting requirements to allow agency procurement staff to more effectively manage their time;
(j) Simplification of the current Request For Proposal (RFP) template to make it be easier for businesses to understand and respond;
(k) Reduction in the number of documents businesses are required to submit with proposals prior to a contract award;
(n) Determination of how best to address clearly evident mistakes on procurement submissions;
(l) Review the mandatory terms and conditions of procurement contracts;
(p) Development of a mechanism that would deter bidders from submitting frivolous protests;

1) Roll Call – See attached

2) Discussed the subgroups and determined that the following is what each group will review. See page 2 for subgroup assignments.

> The Commonality Sub group will be co-chaired by Jamie Tomaszewski and Rizwan Siddiqi:
> 1. Review the RFP Template in an attempt to standardize it. Members of MDOT, DBM, DOIT, and DGS will continue a previous attempt to do this. Jamie and Nancy Hevey from MDOT will reach out to the other agencies to kick off the project.
> 2. Will include a review of the procurement 'process' – Includes a separate review of the A/E process.
>   i. Agreed that MDOT and DGS will work together to discuss the A/E process. Mike Z will ask SHA for an SME to work with an individual from Suzette Moore's team at DGS.
> 3. Jamie and Rizwan will develop a team to Review Terms and Conditions. This includes mandatory and non-mandatory. The vendor community has indicated that Limitation of Liability, insurance and Indemnification be reviewed.
> 4. Jamie and Rizwan will develop a team to Centralized point of access. This issue is being talked about in related context by other work groups. The team working on this should coordinate with the other teams.
> 5. It was decided that "Curing RFP Mistakes" would be included in the commonality group. Jamie and Rizwan will put a team together to review and recommend improvements here.

> The Technology team will be co-chaired by Mike Zimmerman and Kris Colby:
> 1. The team will review eMM and FMIS to determine if they can be improved by incorporating current technology or if they need replaced. In that analysis, contract management systems and/or modules as well as enterprise ERP systems will be reviewed.
>   Al suggested that DOIT should be able to have some SME's that can offer technical assistance as well.

> The Reducing Overhead team will be co-chaired by - Jeffrey Davis and we are currently seeking private sector volunteer. If any of the current team members are interested in Chairing please let Mike and Al know.

1. This team will review procurement related Reporting Requirements for the state agencies as well as the vendor community.
2. Reduce Number of Documents submitted prior to award
   a. To Include the A and E requirements so this should be coordinated with the A/E review by the Commonality Group.
3. The team will be tasked with developing mechanism to deter bidders from submitting frivolous protests
4. Curing RFP mistakes by both the Agency and Vendor community needs to be looked at and suggestions for improvements recommended.

It was noted that the use of previous agendas and meeting minutes should be used to capture information the team discussed as detail requirements for each subgroup.

3) Expectations of the sub-groups knowing that the workgroup is to respond to the committee by the end of August was discussed:
   A. It was agreed that each subgroup would create some level of action plan that indicates how the tasks will be accomplished. Each subgroup will assign tasks and meet as necessary. The subgroups will report progress to the Workgroup monthly.

   B. Each subgroup will supply a preliminary document with the appropriate amount of detail that contains a recommendation or proposed direction to the Workgroup in August. It was discussed that some tasks may be completed and an actual tangible result provided at the August meeting or at least prior to December when the Workgroup presents final recommendations. Where practical a cost benefit analysis or some level of savings should be prepared and submitted with the recommendations.

4) I would like to thank all of the noncommission members listed on the attendees list for volunteering your time and energy to help us in this most important endeavor.

5) The next Efficiency Workgroup meeting will be a call-in meeting held on May 24th, 25th, or 26th. Please look for your invite.

6) Would the Co-Chairs of the subgroup please try to schedule one subgroup meeting so the subgroup members can volunteer to help analyze and make a recommendation for one or more of the subgroups tasks?

7) Teams

   A. Commonality
      b. *Members:*
         i. *Co-Chair*
            a) *Jamie Tomaszewski*
            b) *Rizwan A. Siddiqi*

         ii. *SMEs*
            a) Anna Lansaw
            b) Nancy Hevey
            c) Donna DiCerbo
            d) Linda Dangerfield
            e) Suzette Moore
            f) Gabe Gnall
            g) Devan Perry
   B. *Technology*
      c. *Members:*
         i. *Co-Chair*
            a) Mike Zimmerman
            b) *Kris Colby*
         ii. *SMEs*

        a) Jamie Tomaszewski
        b) Eric Lomboy
        c) Brian Howard
        d) Jennifer Saha
        e) Margie Hajiantoni
        f) Lisa Dickerson
        g) Herb Jordan
        h) Karen Bohle
        i) Steve Kolbe (tentative)
        j) Gabe Gnall
        k) Devan Perry

C. *Reducing Overhead*
    d. *Members:*
      i. *Co-Chair*
        a) Jeffrey Davis
        b) TBD
      ii. *SMEs*
        a) Matthew H. Solomson
        b) David Pinckney
        c) Jeffrey Edwards
        b) Susanne Brogan
        c) Donna DiCerbo
        d) Jessica Mettle
        e) Chantal Kai-Lewis
        f) Eric G. Regelin
        g) Gabe Gnall
        h) Devan Perry

Sidelined issues-

There have been offers of staffing support from private sector participants and associations. What roles and levels of assistance are appropriate?